

1123 25/10/86

MHQ-6041
27 March 1986

MEMORANDUM FOR: Bureau Chiefs
Bureau IBM PC System Administrators

FROM:

FBIS/ESG/ADD/RAB

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SUBJECT: IBM PC Administrative Matters

1. All FBIS components are being asked to provide the information on the attached PC Security Guideline form in this format using these headings to satisfy security requirements. The FBIS ADP Control Officer, (ESG/HED/SB), is responsible for maintaining this information. Any changes should be reported to him when they occur. Completed forms should be pouched to

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2. Also included in this package is a current copy of the CRW produced FBIS Field Bureau, IBM PC Training, Participant's Workbook dated 12 August 1985. This version replaces all earlier releases and can be used as a hands-on training course. The BACH software/instruction package (pouched earlier) includes a section on hard disks and directories which should be merged with the Participant's Workbook.

3. The LOTUS 1-2-3 Inventory, Personnel, and Cruising Application disks and documentation will be in the next pouch.

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Attachments: PC Security Guidelines
Participant's Workbook

SUBJECT: IBM PC Administrative Matters

DDS&T/FBIS/ESG/ADD/RAB, [REDACTED] (31Mar86)

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Orig - Add Chrono w/o attachments

1 - Addressees w/attachments

1 - [REDACTED] w/o attachments

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1 - ESG Chrono w/o attachments

1 - FBIS Registry w/o attachments ✓